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about 25 percent of all copying on office copiers could be eliminated by adopting the following procedures:

a. Type the required number of copies of correspondence and forms so that copies do not have to be made on copiers. (RAB's surveys reflect a high percentage of outgoing correspondence being copied.)

b. Keep an adequate supply of blank forms on hand so that they do not have to be made on copiers. (RAB's surveys pointed out that many offices copy blank forms.)

c. Ensure that enough copies of correspondence, cables, notices and other items are received on initial distribution so that additional copies do not have to be made on copiers. (RAB has found that a large volume of cables, Notices, and Employee Bulletins are still made on office copiers.)

d. Route reference items to several people rather than make a copy for everyone on an office copier.

e. Have large jobs printed or copied by the Printing and Photography Division, Office of Logistics.

THE REDUCTION OF RECORDS & EQUIPMENT

The semi-annual reports of our FY76 efforts to reduce records and record storage equipment by 10% have been reviewed and tabulated in RAB. Records holdings were reduced by 2,158 cubic feet and records equipment by 2,223 cubic feet. It should be noted that the reduction in records holdings does not take into account new records created during this period; the net results will not be known until the Agency's annual inventory is conducted at the end of the fiscal year. The reduction of equipment, however, leads us to believe that we are making progress—thanks to the hard work and efforts of all RMO's!

REMEMBER EXECUTIVE ORDER 11652?

Remember Executive Order 11652? Well, the Executive Order was issued in March 1972 to identify national security information and to prescribe classification, downgrading, declassification and protection procedures for such information. Since 1972 the Agency has made some progress in meeting the objectives of the Order, but much remains to be done. Many employees are still unfamiliar with the provisions of the Order. In fact, can *YOU* answer the following questions?

1. How many classifications are there?

2. Who may authorize Top Secret classifying authority?

3. Classifying officers are personally responsible for their classification actions. True or false.

4. Who may challenge a classification decision?

5. When is a Top Secret document automatically declassified?

6. Who may exempt documents from the General Declassification Schedule?

7. What is the Headquarters regulation implementing the Executive Order?

Check your own knowledge of the Executive Order:

1. There are only three classifications authorized for national security information: Top Secret, Secret and Confidential. "Internal Use Only", "Administrative", "Sensitive" and "For Official Use Only" are control markings and do not protect national security information from disclosure. If revelation of information from a document would cause some degree of damage to national defense or foreign relations, the document should be classified at an appropriate level. If the classifier has any doubt as to the level of classification necessary, the Order states he should choose the least restrictive classification.

2. Only the Director can authorize Top Secret classifying authority; those Top Secret Classifying Officers may authorize Secret and Confidential authority for their subordinates. The Form 1152, Request for Personnel Action, is the mechanism used to accomplish these authorizations and to compile the National Security Classification Authority Listing which is published quarterly. The Executive Order stipulates that the number of classifying officers, at all levels, "shall be limited to the minimum number absolutely required for efficient administration."

3. True. The last senior reviewing official for a document is assumed to be the classifier unless the originator of the document has the appropriate classification authority. Individual classifiers who repeatedly abuse the classification system are subject to administrative reprimand.

4. Anyone may challenge a classification decision: the secretary preparing a memorandum, the recipient of a finished report, the registry clerk sending a document through the mail. Classification is everybody's business and we should all be sensitive to correct procedures. Classification actions should be done consciously on a case-by-case basis, not arbitrarily or capriciously.

5. ~~Approved For Release 2002/01/08 : CIA-RDP83-01004R000100020001-1~~ comes imperative that Declassification Schedule, unless exempted. The GDS provides that a Top Secret document originated in March 1976 will be downgraded to Secret in March 1978, downgraded to Confidential in March 1980 and declassified in March 1986. Material classified prior to the Executive Order is not subject to the General Declassification Schedule, but must be reviewed for declassification. All material classified after publication of the Executive Order (March 1972) is automatically declassified thirty years from the date of origination unless the Director approves continued classification (in which case he must determine a specific date for declassification).

6. Only Top Secret Classifying Officers may exempt classified materials from the General Declassification Schedule. Thus, the classifier of a document may or may not exempt his document depending on his level of classifying authority. The employee number used in the exemption stamp *must* be that of an authorized Classifying Officer.

7. [REDACTED] implements Executive Order 11652 and the subsequent NSC Directive of May 1972.

Presently the Assistant to the DD/A for Information (AI/DDA) is reviewing Agency progress in complying with the Executive Order. In some areas we've done quite well. For instance, since September 1972 the number of classifying officers in the Agency has been reduced 32%. Perhaps reflecting this reduction, individual offices have made great strides in lowering the level of classification for their documents. One RMO estimates that his office has lowered the classification on 97% of its documents since the Executive Order. Also, the DDO Declassification Program is moving ahead with its review of old classified documents. In 1975, a total of 482.7 cubic feet of documents were reviewed and over 95% declassified.

In other areas much remains to be done. According to the Executive Order we must develop a comprehensive training program on classification and an inspection system to find, correct and eliminate abuses of classification authority. These are two of the areas where AI/DDA is working to comply with the Order to develop programs.

If you couldn't answer the few questions in the beginning of this article, perhaps you should review [REDACTED] Classification is everybody's business.

RECORDS MANAGEMENT TRAINING

Statistics indicate that people (office personnel) account for 80% of the total operating cost of an

we find ways to provide management with a maximum return for such a sizeable expenditure. The return from such a large investment must be evaluated on the efficiency and economy that result from the productivity of these workers.

Realizing that an informed, motivated, and knowledgeable employee is better qualified to perform his or her duties, we urge that you review the schedule of Records Management Training courses and advocate attendance of appropriate personnel at these sessions. These seminars cover important facets of records management, such as records creation, maintenance and use, and disposition. The Seminars include:

Introduction to Micrographics	(2 days)
Computer Output Microfilm (COM)	(1 day)
Forms Management	(2 days)
Forms Analysis & Design	(6 days)
Files Systems & Procedures Seminar	(1 day)
Records Disposition I (classroom)	(1/2 day)
Records Disposition II (Tour)	(1 day)
Records Management Surveys	(1/2 day)

The course evaluations prepared by the students indicate that these seminars are very informative and interesting. This, coupled with the fact that this year we have had to add two extra sessions, in addition to satisfying requests for four additional specially tailored sessions for specific offices, perhaps underscores the need for this type of training.

So far this year we have instructed 582 employees in the various sessions. We anticipate another 170 this year for a total of 752. Last year we trained 612.

All of this seems very impressive, but we are looking for *RESULTS*, not numbers, and therefore must remember that the formal training seminar is only the beginning. The actual "Pay Off" comes with the adoption and implementation of the lessons learned. This is where assistance and encouragement from the Records Officer becomes so important and necessary.

Attendees at these records seminars are very enthusiastic and eager to implement what they have learned. In these sessions the students are advised to seek guidance and assistance from their Records Officers.

We hope that the Records Officers will take the initiative and contact these students upon completion of the course, offer their encouragement and services, and equip them with the appropriate reference materials, procedural manuals, handbooks, guides,